## Data Elements for Master Schedule Collection 2021-2022

Reporting Rules

1. Report the courses taught by (A) your LEA, (B) private providers to the students for whom your LEA is responsible, AND (C) the public regional programs to the students for whom your LEA is responsible

2. For all the courses reported by your LEA according to Rule 1, a local Provider Id is required. Do not use generic IDs in place of a Virginia Teaching License.

3. LEAs are expected to grow their local systems to include the future enhancement fields. Future enhancement fields will be added IF and WHEN Virginia needs the data for required state or federal reporting or strategic educational research.

4. The SCED Subject Area and SCED code are required for all sections. VA Course Codes are no longer accepted.

Warnings

1. Warning indicating what Records have not been submitted.

2. Warning if there are no E Records in the submission.

3. Warning if there are no records where the Serving Educational Agency is not equal to the Reporting Educational Agency.

**revised 11/9/2021**

| A Record | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Data Element Name** | **Description** | **Format** | **Max Length** | **Codes** | **Edits** | | **FALL** | **EOY** |
| Record Type | Constant A | A | 1 | A | Must be A<br>Must be alpha<br>Must be one character | | Y | Y |
| Data Collection Name | | A | 8 | MSC_IPAL | Must be MSC_IPAL<br>Must be alpha<br>Must be 8 characters | | Y | Y |
| File Submission Type | Code to describe the submission | N | 1 | 1 =Fall; Enrolled as of October 1st<br>3 = EOY; Enrolled on May 1st; Grades as of the End-of-Year | Must be a 1 or 3<br>Must be numeric<br>Must be one character | | Y | Y |
| Beginning School Year | Four-digit year for beginning of school | N | 4 | ie: Use 2019 for the 2019-2020 school year | Must be beginning school year<br>Must be numeric<br>Must be four characters | | Y | Y |
| Division Number | Leading zero(s) must be included, i.e. 005 | A/N | 3 | | Is a valid Edagency_num<br>Must be alphanumeric<br>Must be three characters | | Y | Y |
| Section Type | Code to describe the data included in the submission | A | 9 | ABG (Fall Only)<br>ACDEFIJK<br>ABCDEFGIJK (Fall Only) | Must be a valid Section Type code<br>Must be alpha<br>Must be less than seven characters<br>B and G Records can not be submitted for EOY | | Y | Y |

| B Record - IPAL: one record needed for each Provider Id with a VA Teacher/Administrator License OR for each Provider Id with a Provider Description of 4 (unlicensed teacher/pupil personnel service provider/administrator) from the E Records | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Data Element Name** | **Description** | **Format** | **Max Length** | **Codes** | **Edits** | | **FALL** | **EOY** |
| Record Type | Constant B | A | 1 | B | Must be B<br>Must be alpha<br>Must be one character | | Y | |
| Local Provider Id | Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id)<br>Do not use SSN for this ID | A/N | 20 | | Must be unique within the reporting division<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be twenty characters or less | | Y | |

| Field Name | Description | Type | Length | Codes/Format | Validation | Req |
|---|---|---|---|---|---|---|
| Teacher/Administrator License Prefix | Includes the characters preceding the dash on the teacher's license | A | 9 | IE: International Educator License<br>SM: School Manager License<br>PRSE: Provisional (Special Education) License<br>PRCS: Provisional (Career Switcher) License<br>PGP: Postgraduate Professional License<br>CP: Collegiate Professional License<br>PROV: Provisional License<br>TP: Technical Professional License<br>PPS: Pupil Personnel Services License<br>11: Vocational Evaluator License<br>PROVDOC: Provisional License (VDOC only)<br>TPDOC: Technical Professional License (VDOC only)<br>PROV(VET): Provisional Veteran License<br>CTE: Career and Technical Education License<br>PROV(AW): Provisional License (Annual T&I Waiver)<br>OYL: One-Year License<br>OYL(CS): One-Year License (Career Switcher) | Blank or valid license prefix<br>Not required if a license does not exist for the Local Provider<br>Must be alpha<br>Must be less than ten characters | Y |
| Teacher/Administrator License Number | Includes the numbers after the dash on the teacher's license | A/N | 11 | numeric | Blank or valid license number<br>Not required if a license does not exist for the Local Provider<br>Must be alphanumeric<br>Must be less than twelve characters | Y |
| Social Security Number | Only required if the individual does not have license information | A/N | 9 | | Blank or valid social security number<br>Required when the license number is null<br>Must be alphanumeric<br>Must be nine characters | Y |
| First Name | | A | 20 | | Can not be blank<br>Must be alpha<br>Must be thirty characters or less | Y |
| Middle Name | | A | 20 | | May be blank if not applicable<br>Must be alpha<br>Must be thirty characters or less | Y |
| Last Name | | A | 30 | | Can not be blank<br>Must be alpha<br>Must be thirty characters or less | Y |
| Retired | Formerly Date of Birth | | | | | |
| Ethnic Flag | A flag to identify if the individual is Hispanic/Latino | A | 1 | Y = Yes, individual is Hispanic/Latino<br>N = No, individual is not Hispanic/Latino | Can not be blank<br>Must be Y or N | Y |
| Race Code | The Race Code is used to identify one or more races of the staff member. | N | 2 | Must be a valid state assigned race code | Must be a valid code<br>Must be numeric | Y |
| Gender | A code that identifies gender. | A | 1 | M = Male<br>F = Female<br>N = Non-Binary | Must be a valid gender code | Y |
| FTE | Full Time Equivalent | A/N | 4 | use x.xx reporting format<br>decimal is not implied | Must be greater than 0<br>Fatal error if greater than 2<br>Warning if between 1 and 2<br>Must be alphanumeric<br>Must be four characters | Y |
| Title I Funded Position | This flag identifies if the teacher is teaching in a program supported by Title I funds. | A | 1 | Y, N | Must be Y or N<br>Must be alpha<br>Must be one character | Y |

| Field Name | Description | Type | Length | Valid Values | Edit Rules | Required | |
|---|---|---|---|---|---|---|---|
| High-Quality Professional Development | Identifies if an individual participated in high-quality professional development this year. | A | 1 | Y, N | Must be Y or N<br>Must be alpha<br>Must be one character | Y | |
| Retired | Formerly Division Teaching Experience | | | | | | |
| Retired | Formerly Virginia Teaching Experience | | | | | | |
| Retired | Formerly Years Teaching Experience | | | | | | |
| First Year Teacher Flag | Identifies individuals that have less than one year of full-time teaching experience in a public or an accredited non-public school. | A | 1 | Y, N | Must be Y or N<br>Must be alpha<br>Must be one character<br>If Y, then Division Teaching Experience and Total Years of Teaching Experience must be zero | Y | |
| Division Teaching Experience | Division Teaching Experience indicates the number of completed years of experience as a teacher in the current school division.<br><br>If the teacher is in the first year of teaching, this number should be zero.<br><br>If the individual has not completed a full year of teaching as of October 1 of the current school year, this number should be zero. | N | 2 | | Must be a whole number<br>Must be numeric<br>Number cannot be larger than Total Years of Teaching Experience<br>If Division Teaching Experience is not blank, then Total Years Teaching Experience cannot be blank. | Y | |
| Total Years Teaching Experience | Total Years Teaching Experience indicates the number of completed years of experience as a teacher in any public, private, or out of state school.<br><br>If the teacher is in the first year of teaching, this number should be zero.<br><br>If the individual has not completed a full year of teaching as of October 1 of the current school year, this number should be zero | N | 2 | | Must be a whole number<br>Must be numeric | Y | |
| Division Administrative Experience | Division Administrative Experience indicates the number of completed years as an administrator in the current school division.<br><br>If the administrator is in the first year of administration, this number should be zero.<br><br>If the individual has not completed a full year in administration as of October 1 of the current school year, this number should be zero. | N | 2 | | Must be a whole number<br>Must be numeric<br>Number cannot be larger than Total Years of Administrative Experience<br>Cannot be blank if Local Provider ID is in the G Record and has a Teacher Role Code of 8. | Y | |

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Total Years Administrative Experience | Total Years Administrative Experience indicates the total number of completed years as an administrator in <u>any</u> public, private, or out of state school.<br><br>If the administrator is in the first year of administration, this number should be zero.<br><br>If the individual has not completed a full year in administration as of October 1 of the current schools year, this number should be zero. | N | 2 | | Must be a whole number<br>Must be numeric | Y | |
| Division Pupil Personnel Experience | Division Pupil Personnel Experience indicates the number of completed years as pupil personnel in the current school division.<br><br>If the individual has not completed a full year as pupil personnel as of October 1 of the current school year, this number should be zero. | N | 2 | | Must be a whole number<br>Must be numeric<br>Number cannot be larger than Total Years of Pupil Personnel Experience<br>Cannot be blank if Local Provider ID is in the G Record and has a Teacher Role Code of 7. | Y | |
| Total Years Pupil Personnel Experience | Total Years Pupil Personnel Experience indicates the total number of completed years as pupil personnel in <u>any</u> public, private, or out of state school.<br><br>If the individual has not completed a full year as pupil personnel as of October 1 of the current schools year, this number should be zero. | N | 2 | | Must be a whole number<br>Must be numeric | Y | |
| Filler Field | | | | | | | |
| Filler Field | | | | | | | |

**C Records - Courses: one record for each section taught within the LEA.  (Include summer school, fall, spring and year long courses)**

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Record Type | Constant C | A | 1 | C | Must be C<br>Must be alpha<br>Must be one character | Y | Y |
| Section Id | A locally defined number that identifies a particular section.<br>When coupled with the division and school, Section ID creates a unique identifier for the section. | A/N | 30 | Must be unique within a school | Required<br>No leading zeros<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than thirty one characters<br>Must be unique within the Serving School | Y | Y |
| Serving Division | Three-digit state-assigned Division number that identifies the division, center or agency that provided the course (or the resource to the course) to the students | A/N | 3 | | Must be a valid educational agency<br>Must be alphanumeric<br>Must be three characters | Y | Y |
| Serving School | Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course (or the resource to the course) to the students | A/N | 4 | | Must be a valid institution within the serving division<br>Must be alphanumeric<br>Must be four characters | Y | Y |
| SCED Code | NCES-assigned number that represents a course by it's SCED Subject Area immediately followed by its SCED Course Identifier.<br><br>For example:  Grade 3 Reading will be reported as 1043.  In this instance when then SCED Subject Area = 01 and SCED Course Identifier = 043 they should be concatenated and reported as a single number. | N | 5 | | | Y | Y |

| Field | Description | Type | Length | Codes/Values | Validation Rules | | |
|---|---|---|---|---|---|---|---|
| Retired | Formerly SCED Course Identifier | | | | | Y | Y |
| SCED Course Level | A code to convey the level of rigor of the course | A | 1 | B=Basic or remedial (Can be used for courses in any grade. For high school courses, B means the course does not count towards requirements for a standard, IB or advanced studies diploma)<br>G=General or regular<br>E=Enriched or advanced (Elementary and Middle School ONLY)<br>H=Honors (High School Courses)<br>X=No specified level of rigor | Must be a valid SCED Course Level Code<br>May be blank if course is an AP/IB course<br>Must be alpha<br>Must be one character | Y | Y |
| Retired | Formerly Available Credit/Grade Span | | | | | Y | Y |
| SCED Sequence | Code to describe the manner in which school systems may "break up" single courses. Reporting a single course in two or more parts (i.e. 1 2) can be used to report semester grades as well as final grades in the MSC. It should not be used for state-approved CTE courses that are eligible for state funding (SEDF). | A/N | 3 | Sample of SCED Sequence:<br>part 'n' of 'm' parts<br>1 1 (part 1 of 1)<br>1 2 (part 1 of 2) | Must be alpha | Y | Y |
| VA Extended Description | Used to distinguish between two or more classes within the same SCED Course Code where the SCED does not delineate. (For example, Carpentry I, II and III would use this code since SCED only has a course code for Carpentry. Algebra I and Algebra II would not use this code because they each have an unique SCED Course Code.)<br><br>This is a Virginia Specific attribute. | A | 5 | Sample of VA Extended Description<br><br>I<br>II<br>III<br>18<br>36 | Must be one character | Y | Y |
| Associated SOL Test Code | Identifies what, if any, SOL test that will be administered to students enrolled in this course. Courses that need this code are identified in the list of approved SCED Codes for Virginia<br><br>This is a Virginia Specific attribute. | A | 8 | Sample of Associated SOL Test Codes<br>None<br>3103=Grade 3 English: Reading<br>8111=Grade 8 English: Writing<br>120=Algebra I<br>120121=Algebra I/Geometry<br>160=Earth Science<br>160161=Earth Science/Biology<br>171=World History & Geography to 1500 | Can be blank<br>Must be a valid code<br>Optional for Fall | | Y |
| Retired | Formerly VA State Course Code | | | | | Y | Y |
| Local Course Code | Locally defined | A/N | 20 | | Can be blank<br>Must be alphanumeric<br>Must be less than twenty one characters | Y | Y |
| Local Course Title | Locally defined | A/N | 50 | | Can be blank<br>Must be alphanumeric<br>Must be less than fifty one characters | Y | Y |
| Semester | The calendar time during the school year that the current course is taken | N | 1 | 1=First Semester (Quarter 1 and/or Quarter 2)<br>2=Second Semester (Quarter 3 and/or Quarter 4)<br>3=Yearlong (Qtr 1, Qtr 2, Qtr 3, and Qtr 4)<br>4=Summer school session | Required<br>Must be numeric<br>Must be one character | Y | Y |
| Minutes Per Course | The time in minutes that the course section teacher is delivering instruction to students for the duration of the course. | N | 5 | Total of all minutes that the course is taught; Product of minutes per period, periods per day and class meeting per week and weeks per course (i.e. 4050) | Required for CTE courses; optional for other courses<br>Must be numeric<br>Must be five characters or less | Y | Y |

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| MOP ID | A code that identifies a course with curriculum and delivery that is provided by an approved Multi-division Online Provider. In order to be considered a MOP, the content must be created by and taught by the approved MOP | N | 2 | Sample of MOP ID<br>3=Apex<br>4=BYU Independent Study<br>5=Chesterfield County Public Schools - CCPS Online<br>7=Pearson<br>8=EdOptions Academy | Must be a valid code<br>If MOP ID is not null, then Virtual Course Indicator in the F Record is required<br>If an MOP ID is reported in the C Record, then the Section ID must have a valid teaching license in the B Record<br>If an MOP ID is reported in the C Record, then the Section ID must have a valid teaching license in the D Record<br>If an MOP ID is reported in the C Record, then the Section ID cannot be attached to an E Record | Y | Y |
| Interdisciplinary Flag | A flag that indicates the Section ID is paired with another Section ID (that has a different SCED code) which together form a comprehensive course | A | 1 | Y, N | Must be Y or N<br>Must be alpha<br>Must be one character<br>Section ID must be in the K Record | Y | Y |
| Filler | | | | | | | |
| Filler | | | | | | | |
| Filler | Filler field | | | | | | |

**D Records - Teachers: one record for each teacher that is connected to each section (include all teachers)**

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Record Type | Constant D | A | 1 | D | Must be D<br>Must be alpha<br>Must be one character | Y | Y |
| Section Id | A locally defined number that identifies a particular section.<br>When coupled with the division and school, Section ID creates a unique identifier for the section. | A/N | 30 | | Required<br>Must match a Section ID provided in C Record<br>No leading zeros<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than thirty one characters<br>Must be unique within the Serving School | Y | Y |
| Serving Division | Three-digit state-assigned Division number that identifies the division, center or agency that provided the course to the students. | A/N | 3 | | Must match a Serving Division provided in the C Record<br>Must be a valid educational agency<br>Must be alphanumeric<br>Must be three characters | Y | Y |
| Serving School | Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course to the students. | A/N | 4 | | Must match a Serving School provided in the C Record<br>Must be a valid institution within the serving division<br>Must be alphanumeric<br>Must be four characters | Y | Y |

| Field | Description | Type | Length | Valid Values | Validation | | |
|---|---|---|---|---|---|---|---|
| Teacher/Administrator License Prefix | Includes the characters preceding the dash on the teacher's license<br><br>Section E is required if a teacher or teaching entity does not have a valid VA License | A | 9 | IE:  International Educator License<br>SM: School Manager License<br>PRSE: Provisional (Special Education) License<br>PRCS: Provisional (Career Switcher) License<br>PGP: Postgraduate Professional License<br>CP: Collegiate Professional License<br>PROV: Provisional License<br>TP: Technical Professional License<br>PPS: Pupil Personnel Services License<br>11: Vocational Evaluator License<br>DS: Divisional Superintendent License<br>PROVDOC: Provisional License (VDOC only)<br>TPDOC: Technical Professional License (VDOC only)<br>PROV(VET): Provisional Veteran License<br>CTE: Career and Technical Education License<br>PROV(AW): Provisional License (Annual T&I Waiver)<br>OYL: One-year License<br>OYL(CS): One-year License (Career Switcher)<br>OYL(SPED): One-year License (Special Education) | Blank or valid license prefix<br>Not required if a license does not exist for the Local Provider<br>Must be alpha<br>Must be less than **ten** characters | Y | Y |
| Teacher/Administrator License Number | Includes the numbers after the dash on the teacher's license<br><br>Section E is required if a teacher or teaching entity does not have a valid VA License | A/N | 11 | numeric | Blank or valid license number<br>Not required if a license does not exist for the Local Provider<br>Must be alphanumeric<br>Must be less than twelve characters | Y | Y |
| Local Provider Id | Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id)<br>Do not use SSN for this Id | A/N | 20 | | Must be unique within the reporting division<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be twenty characters or less | Y | Y |
| Teacher Role Code | A code to describe the teachers role in this section. | N | 1 | 1 = Teacher of Record (responsible for content and assignment of grades)<br>2 = Other Teacher Whole Class Most of the Time (majority of the time teaching all students in the class.  i.e., team- teaching arrangement or "collaborative/inclusion")<br>3 = Other Teacher Whole Class Some of the Time (limited time teaching all students in the class.  i.e., gifted specialist teaches periodically)<br>4 = Other Teacher Few Students (teaches,  reinforces instruction, and/or provides intervention to a few students. May assist/teach in the general education class or may pull students out of the general education class for intervention.  i.e., English language learners, students with disabilities, gifted/talented, etc.)<br>5 =  Long Term Substitute<br>6 = Contracted Private Provider (includes online providers but not MOPs) | Must be a valid teacher role code<br>Must be numeric<br>Must one character<br>If there is more than one teacher with a Role Code of 1, 2 or 3 for a section, all must have the same students in the F Record<br>If Teacher Role Code=1 and 4 F Records must be present | Y | Y |

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| | | | | 3100 = Mathematics Specialist<br>5705 = English as a Second Language (Elementary)<br>5710 = English as a Second Language (Secondary)<br>**7770=Special Education - Adapted Curriculum**<br>**7775=Special Education - General Curriculum**<br>7800 = Early Childhood Special Education (Ages 3-5)<br>7805 = Autism<br>7810 = Multiple Disabilities<br>7815 = Other Health Impairment<br>7822 = Intellectual Disability<br>7848 = Hearing Impairment<br>7850 = Visual Impairment<br>7855 = Deaf/Blind<br>7857 = Emotional Disturbance & Intellectual Disability<br>7860 = Specific Learning Disability & Intellectual Disability<br>7863 = Emotional Disturbance<br>7865 = Specific Learning Disabilities<br>7868 = Specific Learning Disability & Emotional Disturbance<br>7871 = Learning Disability, Emotional Disturbance & Intellectual Disability<br>7873 = Orthopedic Impairment<br>7874 = Traumatic Brain Injury<br>7875 = Speech/Language Impairment<br>7880 = Severe Disabilities | | | |
| Defined Class Type | Only codes that define the audience or recipient of the instruction can be used here<br><br>Who is receiving instruction/services not what is being taught<br>Necessary element to determine if the teacher in the section is endorsed to teach the section | N | 4 | 7882 = Non Categorical K-2 Developmental Delay Ages 5-8<br>7884 = Developmental Delay | Blank or valid Defined Class Type code<br>Must be numeric<br>Must be four characters | Y | Y |
| Retired | Formerly Highly Qualified Code | | | | | | |
| Retired | Formerly Flexibility Criteria Flag | | | | | | |
| Filler | Filler field | | | | | | |
| Filler | Filler field | | | | | | |
| Filler | Filler field | | | | | | |

**E Records - Other Providers: one record for each private provider that provides education services to the student for whom the LEA is responsible**

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Record Type | Constant E | A | 1 | E | Must be E<br>Must be alpha<br>Must be one character | Y | Y |
| Local Provider Id | Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id)<br>Do not use SSN for this Id | A/N | 20 | Required if State License Number is blank | Must be unique within the reporting division<br>Must match Local Provider ID from D Record<br>Must be alphanumeric<br>Must be less than twenty one characters | Y | Y |
| Provider Name | The name of the other provider<br><br>Must be the name of a specific private school, contracting company or unlicensed individual | A/N | 50 | For individuals, include first and last name<br>For all others, include the company name | Required<br>Cannot contain tabs, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than fifty one characters | Y | Y |

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Provider Description | Description of the services provided | N | 1 | 1 = Comprehensive Services Act placement<br>3 = LEA contract provider (includes online classes or not)<br>4 = Unlicensed individual (teacher, pupil personnel service provider, administrator)<br>5 = Post secondary institution<br>7 = Other/Unknown | Must be a valid provider description<br>Must be numeric<br>Must be one character<br>Fatal error if 4 does not have B Records<br>Fatal error if 1, 3, or 5 have B Records<br>Warning if 7 does not have B Records | Y | Y |

**F Records - Students: one record for each student that is connected to the combination of section & teacher.**

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Record Type | Constant F | A | 1 | F | Must be F<br>Must be alpha<br>Must be one character | Y | Y |
| Section Id | A locally defined number that identifies a particular section of a course. When coupled with the division and school create a unique identifier for the section. | A/N | 30 | | Required<br>Must match a Section ID provided in C and D Records<br>Must be unique within the Serving School<br>No leading zeros<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than thirty one characters | Y | Y |
| Local Provider Id | Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id)<br>Do not use SSN for this Id | A/N | 20 | | Required<br>Must match a Local Provider ID provided in D Record<br>Must be unique within the School Division<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than twenty one characters | Y | Y |
| State Testing Id | State Testing ID as assigned to student | N | 10 | | Blanks are not permitted<br>Must be a valid STI<br>Must be numeric<br>Must be ten characters<br>Warning if not included in SRC (will not allow SEDF reports if given) | Y | Y |
| Local Student Id | Locally assigned to uniquely identify the student within the division. The code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc. This field is optional but highly encouraged so that the teacher reports generated from the MSC are more meaningful. | A/N | 12 | | Optional<br>Must be unique within the Serving Division<br>Must be alphanumeric<br>Must be less than thirteen characters | Y | Y |

| Field | Description | Type | Length | Values/Codes | Validation | | |
|---|---|---|---|---|---|---|---|
| Final Grade | Locally defined most recent or final grade for the student for this Section Id | A | 3 | Your agency-defined definition applies if a definition is not specifically stated below.<br>any numeric value between 0 and 100<br>A+, A, A-,<br>B+, B, B-,<br>C+, C, C-,<br>D+, D, D-,<br>E=Meets or exceeds expectations*<br>F = Failed,<br>G=Good*<br>GLP=Grade level promoted*<br>GLR=Grade level retained*<br>I=Improving, but not satisfactory*<br>N=Does not meet expectations*<br>NG=No grade awarded regardless of reason<br>NP=Not Passed (should not be used in place of F)<br>O=Outstanding*<br>P = Passed<br>S=Satisfactory*<br>U=Unsatisfactory*<br>V=Very Good Progress<br>W=Withdrawal<br>WF=Withdrawal Failing<br>WP=Withdrawal Passing<br><br>* limited to sections in elementary schools where a final grade is not awarded | Can be blank for grades K-5<br>Must be a valid final grade code or number between 0 and 100 for classes serving Grades 6-12<br>Any grade with an asterisk must have a Prior to Secondary SCED Subject Area<br>Must be alphanumeric<br>Must be less than four characters | | Y |
| Remote Course Indicator | Indicates how the content was delivered. Remote includes all modes where the teacher and student are never in the same physical location at the same time. Virtual includes all online synchronous and/or asynchronous courses | N | 1 | 1 = Virtual Only: School sponsored/coordinated<br>2 = Virtual Only: Student coordinated<br>3 = Blended Learning: A combination of remote and in-person learning (also referred to as hybrid)<br>4 = Remote Learning that is NOT virtual | Can be blank or a valid course indicator<br>Must be numeric<br>Must be one character | Y | Y |
| Dual Enrollment Flag | Indicates whether or not the course is taken as a dual enrollment course | A | 1 | Y, N | Must be Y or N<br>Must be tied to a secondary Section ID<br>Must be alpha<br>Must be one character | Y | Y |
| Work-Based Learning Code (All Courses) | "Work-based learning is defined as a coordinated, coherent sequence of career-development experiences, based on instructional preparation, related to students' career interests or goals. It involves partnerships with local business/industry and other community organizations; enables students to apply classroom instruction in a real-world business or service-oriented environment; and assists teachers and program leaders in helping students understand the relevance of classroom learning to their present and future development as workers, entrepreneurs, and citizens." | N | 2 | 2= Registered Apprenticeship<br>3= Internship<br>4= Mentorship<br>5= Job Shadowing<br>6= Service Learning<br>7= Clinical Experience<br>**8=Supervised Agriculture Experience**<br>9=Youth Registered Apprenticeship<br>10=Externship<br>11=School-based Enterprise<br>12=Entrepreneurship<br>13=Mentorship w/140 Contact Hours | Can be blank or a valid Work-based Learning code<br>Must be numeric<br>Must be two characters or less | Y | Y |
| Governor's Academy Code | Indicates whether or not the course taken is at a Governor's Academy | A | 1 | S=Governor's STEM Academies<br>H= Governor's Health Sciences Academies | Must be blank, S or H<br>Must be alpha<br>Must be one character | Y | Y |

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Responsible Division (for regional center use only) | Indicates the responsible division of the student | A/N | 3 | | Must be a valid educational agency<br>Must be alphanumeric<br>Must be three characters<br>**Can be null if reporting agency is less than 219** | Y | Y |
| Credit Awarded Flag | A flag that indicates that the student passed the classroom portion of the course and received high school (Carnegie) credit for passing the course. | A | 1 | Y = the student passed and received credit for the course<br>N=the student did not pass and receive credit for the course or was not enrolled in a class required for credit | Must be Y or N<br>Must be one character | | Y |
| Filler | Filler field | | | | | | |
| Filler | Filler field | | | | | | |

**G Records - Administrators: one record needed for each Administrator or Pupil Personnel Service Provider**

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Record Type | Constant G | A | 1 | G | Must be G<br>Must be Alpha<br>Must be one character | Y | |
| Local Provider Id | Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id)<br>Do not use SSN for this Id | A/N | 20 | | Must be unique within the division<br>Must match Local Provider ID from Section B<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than twenty one characters | Y | |
| Serving Division | Three-digit state-assigned Division number that identifies the division, center or agency that provided the course to the students. | A/N | 3 | | Must be a valid educational agency<br>Must be alphanumeric<br>Must be three characters | Y | |
| Serving School | Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course to the students. | A/N | 4 | | Must be a valid institution within the serving division<br>Must be alphanumeric<br>Must be four characters | Y | |
| Teacher/Administrator License Prefix | Includes the characters preceding the dash on the administrator's license | A | 9 | IE: International Educator License<br>SM: School Manager License<br>PRSE: Provisional (Special Education) License<br>PRCS: Provisional (Career Switcher) License<br>PGP: Postgraduate Professional License<br>CP: Collegiate Professional License<br>PROV: Provisional License<br>TP: Technical Professional License<br>PPS: Pupil Personnel Services License<br>11: Vocational Evaluator License<br>DS: Divisional Superintendent License<br>PROVDOC: Provisional License (VDOC only)<br>TPDOC: Technical Professional License (VDOC only)<br>PROV(VET): Provisional Veteran License<br>CTE: Career and Technical Education License<br>PROV(AW): Provisional License (Annual T&I Waiver)<br>OYL: One Year License<br>OYL(CS): One Year License (Career Switcher)<br>OYL(SPED): One Year License (Special Education) | Valid license prefix<br>Must be alpha<br>Must be less than ten characters | Y | |
| Teacher/Administrator License Number | Includes the numbers after the dash on the administrator's license | A/N | 11 | numeric | Valid license number<br>Must be alphanumeric<br>Must be less than twelve characters | Y | |

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Teacher Role Code | A code to describe the individual's role in this section. | N | 2 | 7 = Pupil Personnel Service Provider<br>8 = Administrator<br>10 = Other Staff Not Connected to a Section | Must be a valid teacher role code<br>Must be numeric<br>Must one character | Y | |
| VA State Assignment Code | 4-digit valid course code from list of assignment codes | N | 4 | Sample of VA State Assignment Codes:<br><br>0097 = Principal – Middle School<br>0103 = Guidance Elementary | Valid VA Assignment Code<br>Must be alphanumeric<br>Must be six characters or less | Y | |
| Retired | formerly Division Administrative Experience | | | | | | |
| Retired | formerly Virginia Administrative Experience | | | | | | |
| Retired | formerly Years Administrative Experience | | | | | | |
| First Year Administrator Flag | Does this individual have less than one year of experience as an administrator in a public or an accredited non-public school? | A | 1 | Y, N | Must be Y or N<br>Must be alpha<br>Must be one character<br>If Y, and Teacher Role Code is 8, then Division Administrative Experience and Total Years Administrative Experience must be zero. | Y | |
| Filler | Filler field | | | | | | |
| Filler | Filler field | | | | | | |
| **I Records - Connection Record: Required for CTE and optional for other connected classes; One record is needed for each link between two sections** | | | | | | | |
| **Data Element Name** | **Description** | **Format** | **Max Length** | **Codes** | **Edits** | **FALL** | **EOY** |
| Record Type | Constant I | A | 1 | I | Must be I<br>Must be Alpha<br>Must be one character | Y | Y |
| Serving Division | Three-digit state-assigned Division number that identifies the division, center or agency that provided the course to the students. | A/N | 3 | | Must match a Serving Division provided in the C Record<br>Must be a valid educational agency<br>Must be alphanumeric<br>Must be three characters | Y | Y |
| Serving School | Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course to the students. | A/N | 4 | | Must match a Serving School provided in the C Record<br>Must be a valid institution within the serving division<br>Must be alphanumeric<br>Must be four characters | Y | Y |
| Section ID | A locally defined number that identifies a particular section of a course. When coupled with the division and school, Section ID creates a unique identifier for the section.<br><br>Section should be the highest level taught during that section. If no sequence, use the section with the most students. | A/N | 30 | | Required<br>Must match a Section ID provided in C Record<br>No leading zeros<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than thirty one characters<br>Must be unique within the Serving School | Y | Y |

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Connected Section ID | A locally defined number that identifies a particular section of a course. When coupled with the division and school, Section ID creates a unique identifier for the section.<br><br>The Connected Section should be the lowest level taught during that section. If no sequence, use the section with the least students. | A/N | 30 | | Required<br>Must match a Section ID provided in C Record<br>No leading zeros<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than thirty one characters<br>Must be unique within the Serving School<br>Can not be the same section number as any Primary Section ID<br>Warning given if section has same SCED code and sequence or if minutes do not match Section ID | Y | Y |

**J Records - Co-op: one record is needed per Local Provider overseeing co-op**

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Record Type | Constant J | A | 1 | J | Must be J<br>Must be Alpha<br>Must be one character | Y | Y |
| Serving Division | Three-digit state-assigned Division number that identifies the division, center or agency that provided the course to the students. | A/N | 3 | | Must match a Serving Division provided in the C Record<br>Must be a valid educational agency<br>Must be alphanumeric<br>Must be three characters | Y | Y |
| Serving School | Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course to the students. | A/N | 4 | | Must match a Serving School provided in the C Record<br>Must be a valid institution within the serving division<br>Must be alphanumeric<br>Must be four characters | Y | Y |
| Local Provider ID | Locally defined identification number must be unique within the division (i.e. employee id, teacher id, tax id)<br>Do not use SSN for this Id | A/N | 20 | | Must be unique within the reporting division<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be twenty characters or less | Y | Y |
| Number of Students in Co-op Program | Number of Co-op students overseen by the Local Provider during the school year | N | 2 | | Must be numeric<br>Must be two characters or less | Y | Y |
| Minutes of Co-op Period | Average length in Minutes of the Teacher's Co-op Periods | N | 2 | | Must be numeric<br>Must be 2 characters<br>Must be at least 45 minutes | Y | Y |

**K Records - Interdisciplinary Connection Record**

| Data Element Name | Description | Format | Max Length | Codes | Edits | FALL | EOY |
|---|---|---|---|---|---|---|---|
| Record Type | Constant K | A | 1 | I | Must be K<br>Must be Alpha<br>Must be one character<br>Cannot submit duplicate records | Y | Y |
| Serving Division | Three-digit state-assigned Division number that identifies the division, center or agency that provided the course to the students. | A/N | 3 | | Must match a Serving Division provided in the C Record<br>Must be a valid educational agency<br>Must be alphanumeric<br>Must be three characters | Y | Y |
| Serving School | Four-digit state-assigned School number that identifies the school, center, program, or placement that provided the course to the students. | A/N | 4 | | Must match a Serving School provided in the C Record<br>Must be a valid institution within the serving division<br>Must be alphanumeric<br>Must be four characters | Y | Y |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Section ID | A locally defined number that identifies a particular section of a course. When coupled with the division and school, Section ID creates a unique identifier for the section. | A/N | 30 | | Required<br>Must match a Section ID provided in C Record<br>No leading zeros<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than thirty one characters<br>Must be unique within the Serving School<br>Must have an Interdisciplinary Flag = Y in the C Record | Y | Y |
| Connected Section ID | A locally defined number that identifies a particular section of a course. When coupled with the division and school, Section ID creates a unique identifier for the section. | A/N | 30 | | Required<br>Must match a Section ID provided in C Record<br>No leading zeros<br>Cannot contain tabs, spaces, commas or single or double quotation marks<br>Must be alphanumeric<br>Must be less than thirty one characters<br>Must be unique within the Serving School<br>Can not be the same section number as any Primary Section ID<br>Must have a Interdisciplinary Flag = Y in the C Record<br>Should have the same Semester Code as the Section ID | Y | Y |